

**WILLIAMSON COUNTY ELECTION COMMISSION**

***Chairman:***            ***Dana M. Smyth***  
***Secretary:***        ***Paula C. McCord***  
***Member:***           ***Robert D. Brown***  
***Member:***           ***Earl D. Lampley, Jr.***  
***Member:***           ***Thomas E. Murdic***

**ELECTION OFFICE STAFF**

***Administrator of Elections:***    ***Ann Beard***  
***Deputy:***                            ***Evelyn Watson***  
***Deputy:***                            ***Anne Hood***  
***Deputy:***                            ***Chad Gray***  
***Deputy:***                            ***June Colvin***

**OFFICE LOCATION**

**Williamson County Administrative Complex**  
**1320 West Main Street, Suite 140**  
**Franklin, Tennessee 37064**

**OFFICE HOURS**

**Monday thru Friday**  
**8:00 A.M. to 4:30 P.M.**

**Telephone Number:**            **(615)790-5711**  
**Fax Number:**                    **(615)790-5617**

## **OBTAINING NOMINATING PETITIONS**

### **2006 ELECTIONS**

All local candidates' petitions must be picked up from the Election Commission office in person. You may call ahead and supply the information needed to issue your petition and your petition will be ready to issue upon your arrival. No photocopies of the petitions will be accepted. State and Federal candidates' petitions may be obtained from the Coordinator of Elections office in Nashville.

A petition can be given out no earlier than 90 days prior to the qualifying deadline.

Signatures must be obtained from registered voters eligible to vote for the office described on the petition. For example, if the petition is County Commissioner, signatures must come from voters within the proper county district.

A candidate must also decide how he or she wants their name on the ballot. Titles cannot be used, however, nicknames are permitted.

A candidate must have the petition completed and returned to the Election Commission office by 12:00 noon of the qualifying deadline, however, the petition will be accepted anytime before the deadline. Multi-county candidates are required to file certified copies of their petitions in all counties making up the district.

Signatures on the petition will then be verified with Election Commission permanent files. Candidates will be notified when this process is completed.

If a person desires to withdraw his/her name as a candidate, he/she must do so by 12:00 noon of the withdrawal deadline. The withdrawal must be in writing, signed by the candidate.

After the withdrawal deadline, the ballots will be printed and all remaining candidates' names will appear on the ballot, if all other qualifications and requirements are met.

## FORMS

Information regarding the forms a candidate will need to complete.

- A. **Appointment of Treasurer:** (Form SS-1120) Every candidate who spends or receives any money must complete this form. This form must be completed and turned in before any money is spent or received. No money can be received or spent until a treasurer is appointed. The Candidate may be the treasurer or anyone else the candidate wishes to appoint.

**NOTE:** **JUDICIAL CANDIDATES CANNOT BE THEIR OWN TREASURER. THEY MUST APPOINT ANOTHER PERSON AS THEIR TREASURER.**

- B. **Conflict of Interest Statement:** (Form SS-3044) Every candidate must complete this form, except for those candidates seeking reelection to the same office and then only if there have been no changes since their last filing. This form is due no later than thirty (30) days following the last day to qualify as a candidate. The signatures on this form need not be notarized, however, the candidate's signature must be witnessed.
- C. **Campaign Financial Disclosure Statement:** (Form SS-1109) These forms are the reporting of actual money received and expended. Everyone must file a Financial Disclosure Statement, except for those candidates that spend less than \$1,000.00 on their campaign and the office sought pays less than \$500.00 per month.

The First Financial Disclosure is due in the Election Commission office seven (7) days prior to the date of the election. Beginning with the first contribution received, or the first expenditure made, ( whichever is earlier), this report should cover all contributions and expenditures through the tenth (10<sup>th</sup>) day before the election.

The Second Financial Disclosure is due in the Election Commission office no later than forty-eight (48) days after the election, covering the period from the last day of the prior report through the forty-fifth (45<sup>th</sup>) day after the general election. If the statement shows no unexpended balance of contributions, expenditure deficit or continuing debts or obligations, this statement shall be deemed the final statement required to be filed.

If a candidate has received or spent less than \$1,000.00 during a reporting period only line #1 through line #11 need to be completed. If a candidate has spent or received more than \$1,000.00 an itemized report of the contributions and expenses

**must be submitted.**

**If, at the end of the second reporting period, the candidate has a balance on hand or outstanding loans or obligations, an annual report must be submitted until the balance is zero.**

**If any reports do not reach the Election Commission Office by the due date, there may be late filing fees.**

**CLASS I OFFENSE - T.C.A. 2-10-110 - Late filing of any report or statement required shall be punishable by a civil penalty of twenty-five dollars (\$25) per day up to a maximum of seven hundred fifty dollars (\$750), for the late filing of any campaign financial disclosure report required to be filed.**

**CLASS II OFFENSE - T.C.A. 2-10-110 - This Offense shall be punishable by a maximum penalty of not more than \$10,000.00, or 15% of the amount in controversy, whichever is greater.**

**For more information pertaining to campaign financial disclosure guidelines, please refer to Campaign Financial Disclosure Guidelines for Candidates booklet compiled by Tennessee Registry of Election Finance enclosed or go to [www.state.tn.us/TREF](http://www.state.tn.us/TREF).**

## **VOTER REGISTRATION**

### **Who May Register to Vote?**

- 1. Any citizen of the United States and a resident of Williamson County who**
- 2. Will be eighteen (18) years of age or older before the date of the next election that they are eligible to vote, and has**
- 3. Never been convicted of a crime which is a felony or has their voting rights restored.**

### **How and Where May Qualified Voters Register?**

**Qualified voters register to vote by obtaining and completing a voter registration form and filing the form with the local election commission. Persons may register in Tennessee in person and by mail. T.C.A 2-2-108, 2-2-110, 2-2-115, 2-2-116, 2-2-201, and 2-2-202.**

### **How Do You Register in Person?**

**Registration forms may be completed by coming to the Election Commission office at 1320 West Main Street, Suite 140, between the hours of 8:00 A.M. and 4:30 P.M., Monday thru Friday. The forms are also available at the Department of Safety (motor vehicles' division), Department of Health (WIC program), Department of Human Services, Department of Mental Health and Mental Retardation, Department of Veteran's Affairs, public libraries and Post Office. Forms also can be printed from the website at [www.williamsoncounty-tn.gov](http://www.williamsoncounty-tn.gov), (click on Election Registrar.)**

### **How Do You Register By Mail?**

**Voter registration by-mail forms may be obtained by calling our office at (615)790-5711, the post office and a variety of other public offices across the county.**

### **When May A Qualified Voter Register?**

**In order to participate in an election, a qualified voter must be properly registered no later than thirty (30) days before the election. The election commission office will process any by-mail voter registration form that has been postmarked at least thirty (30) days before the election. T.C.A. 2-2-109**

**By-mail applications are available from the Election Commission office should someone wish to register others to vote. If a person gives by-mail applications to potential voters, PLEASE REMIND THE VOTERS THAT IF THEY REGISTER TO VOTE ON A BY-MAIL FORM THEY MUST VOTE IN PERSON THE FIRST TIME.**

**A PERSON IS NOT REGISTERED TO VOTE UNTIL THEY RECEIVE A VOTER**

## **REGISTRATION CARD.**

### **PURCHASE OF VOTER \* INFORMATION**

**Lists of registered Williamson County voters may be purchased from the Election Commission office, for any political purpose.**

**These lists are available in a variety of formats. They include computer printouts, mailing labels and CD's of voters.**

**The costs are as follows:**

**Computer printouts - 25 cents per page**

**Mailing labels                      four cents per label**

<b>CD's</b>	<b>D-Base or ASCII Format</b>	
	<b>Base fees with one (1) set up:</b>	<b>\$40.00</b>
	<b>Each additional set up:</b>	<b>40.00</b>

**The voter CD's are voter data only. They do not contain any software to run lists or print labels. The purchaser must have computer software to use the CD.**

**The voters' registration lists are updated daily. The information that you purchase from the Election Commission is the most current information available. Death notices, address changes and cancellations of registration are processed regularly. However, there may be voters still on the list that no longer live in this county or who are deceased. ( If you purchase a list that contains the name of someone that concerns you, please contact this office.)**

## **MISCELLANEOUS**

**NEWSPAPER NOTICES** - Sample Ballots and Notices of the Election will be published in the local newspaper. There will be two (2) sample ballots published, one just prior to early voting and one just prior to election day. There will also be announcements on the local radio stations, however, all information and advertisements in regard to individual candidates and their views and opinions are the responsibility of the candidate.

**MAPS** - Maps of precincts, districts or wards may be purchased in the Williamson County Information Technology Department or City Administrator's office.

**CAMPAIGN BOUNDARY** - On election day, and during early voting, there is a 100 ft. campaign free boundary. The 100 ft. boundary is measured from the door(s) of the polling place. The boundary, however, cannot exceed the property line of the polling place. Within the boundary there can be **NO** campaign material or campaigning. Campaign material includes wearing any article of clothing that is in support or opposition of a candidate or issue. This will be enforced by the officer of elections at the polling place. Also, please do not block traffic at the precincts, either on public or private roads. If this situation occurs, the proper law enforcement officials will be notified.

**POLL WATCHERS** - Each political party and any organization of citizens interested in a question on the ballot or interested in preserving the purity of elections and in guarding against abuse of the elective franchise may appoint poll watchers. Each independent candidate may appoint one (1) poll watcher at each polling place. Appointments must be made in writing and submitted to the County Election Commission office no later than 12:00 noon on the day before the election. Poll watchers must sign in with the officer of elections at the polls. They must present the permit issued by the Election Commission and they must wear the name badge provided. While inside the poll boundary, a poll watcher cannot wear campaign material of any kind, solicit votes for or against any candidate or issue, interfere with voter casting their ballot, observe the giving of assistance to any voter, prevent an election official from performing their duties or inspect the poll list for campaign purposes during the election hours. For more information refer to T.C.A. 2-7-104.

**REMOVAL OF CAMPAIGN ADVERTISING** - T.C.A. §2-1-116 - (a) After the conclusion of a primary, general, or special election, candidates in such election shall be responsible for the removal of any signs, posters, or placards advocating their candidacy, which has been placed on highway rights-of-way or other publicly owned property. The removal of such materials shall be accomplished within a reasonable period of time following the election, not to exceed three (3) weeks.

(B) Any candidate in a primary election who will also be a candidate in a general or special election following that primary shall not be required to remove any signs advocating such candidate's candidacy until after the conclusion of the general or special election.

(C) This section shall not be construed as being penal in nature. There shall be no punitive measures taken against a candidate or workers if all signs are not removed.

### **ELECTION NIGHT PROCEDURE**

**Ballots will be counted at the Williamson County Election Office, with the possible exception of the Brentwood City Election.**

**Early voting and absentee totals will be released at the close of polls, usually around 7:00 P.M.**

**All precincts will be counted as they arrive at the office. The first ballot box usually arrives around 7:15 P.M. On demand of any candidate or watcher, the officer of elections shall publicly announce the results of that precinct.**

**Any person is welcome to come to the election office on election night to watch the returns as they are posted.**

**There will be a monitor that will display the latest results. Printouts will be produced and posted as time allows.**

**The Administrator of Elections will be available after the final count is posted to answer any and all questions.**

**Election night results will be unofficial. The election will be certified and the results made official no later than the 2<sup>nd</sup> Monday after the election at the Election Commission meeting.**

**If there are any questions regarding the information in this handout, please do not hesitate to call. The Election Commission office will be glad to help you in any way that we can.**

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**Ann Beard, Administrator of Elections**



## **ABSENTEE VOTING BY MAIL**

**A voter who qualifies to vote by mail shall request an absentee ballot not more than ninety (90) days and not later than five (5) days before the election. (See page 24 for further information)**

**Persons who are, by reason of sickness, hospitalization or physical disability, unable to appear at either the commission office or their polling place for the purpose of voting, may, with a statement by a physician, be placed on the Permanent Absentee Register. An Application for absentee ballot for all elections that they are eligible to vote in will automatically be sent. The physician's statement and the application must be received not less than five (5) days before the election in the Election Commission office.**

**Voters that reside in licensed nursing homes within the county are voted by deputies appointed by the Williamson County Election Commission.**

**Voters with emergency circumstances such as death of family member, subpoena or service of process may be allowed to vote at the election commission office prior to election day. For more information call 790-5711.**

**Hospitalized voters may request emergency registrars to assist him/her in voting an absentee ballot in the hospital. Request for emergency service must be received by 7:00 a.m. on election day. For more information call 790-5711.**

## **EARLY VOTING**

**Early voting will take place at the Election Commission Office, 1320 West Main Street. There will also be satellite locations within the county that will be announced at a later date.**

**Early voting always begins twenty (20) days and ends five (5) days before each election.**

**No reason is needed to vote early.**

**Voters need to produce some form of identification when requesting to vote. A voter card is preferred, however, any type of signed identification will be accepted.**

**The voter can change his/her address or name while voting early without the hassle of the process on election day. Inactive voters can also be reactivated. It is best to do any name or address change at the time it occurs. THE ELECTION COMMISSION STRONGLY ENCOURAGES ANY VOTER WHO HAS NOT ALREADY CHANGED THEIR ADDRESS TO VOTE EARLY. Fail-safe voting procedures are very complicated and may cause a voter to have to go from one polling place to another on election day. Voting early will eliminate this situation.**

**The hours of early voting are historically 8:00 A.M. to 4:30 P.M., Monday through Friday and 8:00 A.M. to 12:00 Noon on Saturdays. However, these times will be set at a later date by the Election Commission, and are subject to change.**